NICS HR

Interchange Unit

# Hosting Opportunity Proforma

PUBLIC PROSECUTION SERVICE

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Geraldine Arkins

 Name

 Organisation/

NICS HR, DOJ

 Department

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Belfast

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 Address

N/A

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 Telephone Fax number

 Number

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 E-mail

**Efficiency Officer**

Secondment - One year with the possibility of an extension for a further 6 months, subject to the agreement of all parties.

Type of Opportunity

1. **Details of hosting opportunity**

Description of opportunity

**Background**

The Public Prosecution Service (PPS), a non-ministerial government department, is the principal prosecuting authority in Northern Ireland. In addition to taking decisions as to prosecution in cases investigated by the police in Northern Ireland, it also considers cases investigated by other statutory authorities, such as HM Revenue and Customs.

The PPS is headed by the Director of Public Prosecutions for Northern Ireland (the Director).

The PPS is a regionally based organisation. There are two regions, each coterminous with one or more court divisions. The four regional offices, known as ‘Chambers’, are located in Belfast (which also serves as the headquarters of the PPS), Londonderry, Omagh and Newry.

The PPS sits at the heart of the criminal justice system, with the Director being one of the most prominent legal figures in Northern Ireland. In order to ensure that the PPS is able to operate effectively, but also to be a catalyst for improvement in the overall quality and timeliness of prosecutions, a key role for the organisation in the future must be to influence change within the wider criminal justice system. Devolution has also raised expectations in terms of the transparency and accountability in how the justice system in Northern Ireland works.

The PPS works in partnership with a number of organisations and agencies within the criminal justice system including the Department of Justice; the Northern Ireland Courts and Tribunals Service; the Northern Ireland Prison Service; the Police Service of Northern Ireland; the Probation Board for Northern Ireland; and the Youth Justice Agency*.*

The PPS Resource Management Team (RMT) are a small unit responsible for Workforce Planning and Organisational Development, providing support, influencing and advising Senior Management on transformational effectiveness, particularly on the resource implications of strategic business issues. RMT are responsible for a £21M salary budget and the management of the PPS capacity model and must make recommendations on managing change or re-organisation within budget and headcount restrictions.

RMT are also responsible for a number of functions that fall outside of the remit of NICS HR (the central organisation to deal with a range of Human Resource functions previously dealt with on a departmental basis).

 Main objectives of the opportunity

**OVERALL PURPOSE**

The overall purpose of this position is to conduct efficiency reviews of a number of work areas within the PPS and to present findings to Senior Management.

**MAIN DUTIES**

The Job Holder will be responsible for the following areas and activities:

* Undertaking efficiency reviews in order to identify the optimum use of resources within the organisation, including the loading of posts, where appropriate.
* Undertaking data collection and research to aid management in their decision making.
* Drafting efficiency reports, having identified options and made recommendations.
* Undertaking research to support decision making, including the use of process mapping to identify bottlenecks and issues.
* Identifying and using best practice initiatives including the use of benchmarking.
* The preparation and facilitation of workshops.
* Making best use of quality improvement and business improvement methodologies to support the business.
* Supporting the delivery of Programmes and Projects including discussions with the Senior Management, Trade Unions, and Staff.
* Ensuring the relevant project documentation is drafted, maintained and circulated, including the risk register, issues log, action plan etc.
* Contributing to the evaluation of the success of a project.
* Any other relevant duties required by RMT management.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

Applicants must have an aggregate of 2 years’ experience, gained within the last five years, in any 3 of the areas listed below:-

* Identified areas for improvement, using Business Improvement methodologies / techniques e.g. EFQM, Process Mapping, SWOT etc.; and made recommendations and implemented changes to key processes to improve service delivery;
* Assessed, recommended and implemented changes to staffing levels and structures;
* Gathered and analysed detailed information from a variety of sources using, amongst other methods, interviews/consultations;
* Presented proposals for change, using a variety of media.
* Supported the delivery of Programmes and Projects using relevant project documentation, and contributed to the evaluation of the success of a project.

**4. Personnel: Please state below**

 Who will the individual report to?

Deputy Head of Resource Management Team

 Who will be the individual’s line manager and/or reporting officer?

Deputy Head of Resource Management Team

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

**Benefits to Individual**

The post-holder will gain valuable experience across a range of work areas in an organisation whose role is to provide a prosecution service for the people of Northern Ireland which is independent, fair and impartial. Dealing with a range of people, including lawyers, admin support staff and senior management, the post-holder will be managing challenging projects to ensure that the needs of the business are met.

**Benefits to PPS**

PPS will benefit from the experience the post holder will bring from their parent organisation, developing and integrating new improved working procedures where appropriate.

**Benefits to Parent Organisation**

The post-holder will gain practical, transferable skills in programme and project management and organisational design. The parent organisation will benefit from the post-holders valuable experience in managing a wide range of challenging projects.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.

 Desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** As soon as a suitable candidate has been identified and a release date has been agreed.

**Duration:** Up to 1 year, with the possibility of extension for a further 6 months, subject to the agreement of all parties.

**Location:** The post holder will be based in Belfast Chambers, Chichester Street Belfast but may be required to travel to other PPS offices in Omagh, Newry and Londonderry and so should have access to transport.

**Funding:** Funds for the position will be provided by PPSNI.

**Salary:** £29,317 to £31,446.

**Selection:** Paper sift followed by interview.

**Contact:** For further information about the post please contact Tracey McWilliams in the PPS Resource Management Team on 028 9026 4599 or by email to tracey.mcwilliams@ppsni.gsi.gov.uk

**Closing Date:** 5.00pm on Friday 18 May 2018.

**7. Endorsement**

 **Interchange Manager**

Geraldine Arkins

Signed

08 May 2018

 Date